



April 14, 2010

Lynda Miller  
Grants Director  
Operation Care  
621 New York Ranch Road  
Jackson, CA 95642

**RE: Site Visit regarding Grant Awards RC 09121628 and RR 09011628**

Dear Ms. Miller:

This to confirm the scheduled Site Visit with your agency regarding your Rape Crisis (RC) program grant on **Thursday, May 20, 2010 beginning at 10:00 a.m.** The purpose of this mandated visit is to review source documentation for project performance and other required records for your Cal EMA funded RC and RR grants for your agency. I will also be available to provide any necessary technical assistance regarding your RC grant. Please note, Angela Smith, our newest staff member will accompany me on this visit for training purposes.

Enclosed are the Site Visit form, the "Rape Crisis Program Specific Performance Assessment Tool" form and the Equal Employment Opportunity (EEO) survey forms which I'll be using throughout my review. Please arrange for staff responsible for the oversight of grant-related activities, and staff that oversee the preparation of (CalEMA) forms 2-201 and 2-223, available to meet with me during my visit.

I look forward to visiting with you and your RC grant staff. Should you have any questions prior to this visit, please do not hesitate to contact me at (916) 324-9230, or via email at [ermelinda.angulo@calema.ca.gov](mailto:ermelinda.angulo@calema.ca.gov).

Sincerely,

Ermelinda Angulo, Criminal Justice Specialist  
Sexual Assault Section

Enclosures

